

Community-Based Learning Project Description

To be completed by the course instructor. Please attach an additional page if needed.

Organization Name _____

Organization Website _____

Primary Contact: _____

Title/Role: _____

Phone _____ **Email** _____

Start and End date _____

University Instructor _____

Title _____

Phone _____ **Email** _____

Related Course(s) by Number and Title _____

A. Description of Student Activities

A list of the tasks and activities students will do through this service project. Include projects, research, staff interviews, etc. Expectations of the organization regarding what will constitute completion of the task(s) in a quality way.

B. Learning objectives

A list of what students are intended to learn through these experiences. Attach a syllabus if possible.

C. Supervision & evaluation

Describe the supervision to be provided by the community organization. This should include expectations related to training and orientation, as well as the plan for the regularity of on-going assistance and feedback. Who should students contact with problems or questions, and how?

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

SITE REPRESENTATIVE

Signature: _____

Print Name & Title: _____

Date: _____

COURSE INSTRUCTOR

Signature: _____

Print Name: _____

Date: _____

GEORGE MASON UNIVERSITY

Signature: _____

Print Name & Title: _____

Date: _____

COMMUNITY BASED LEARNING FIVE-YEAR AGREEMENT

THIS COMMUNITY BASED LEARNING AGREEMENT ("Agreement"), dated this ____ day of _____, 201_, (the "Effective Date") is made by and between GEORGE MASON UNIVERSITY (the "University"), an educational institution and agency of the Commonwealth of Virginia, on behalf of the Center for Leadership and Community Engagement and, _____("Site"), [type of entity]. The University and Site referred to individually as "Party" and collectively as "Parties."

PURPOSE

The purpose of this Agreement is to enrich course work and provide an educationally meaningful community based learning experience through student participation in selected community agencies. This Agreement is intended to clarify the expectations and responsibilities of each party.

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and benefits hereunder and other good and valuable consideration, the Parties mutually agree to all of the following:

1. **Term and Termination.** The term of this Agreement shall be for a period of ___ years from the Effective Date. Either Party may terminate this Agreement by the furnishing of ninety (90) days written notice of its intention to terminate providing that such termination shall not occur during an academic session. No modifications or renewals of this Agreement shall be valid unless in writing and executed with the same formality as this Agreement.
2. Site Responsibilities:
 - a. *Site Supervisor:* Site shall provide students with a Site Supervisor. The Site Supervisor shall monitor and supervise students throughout the program;
 - b. *Education, Orientation and Training:* Site agrees to orient students to the overall operation of the organization and its mission, policies, rules and regulations and provide specific information needed to carry out any assigned tasks;
 - c. *Educationally Meaningful Experience:* Work with the course instructor in identifying appropriate service activities. Provide opportunities for student practice and observation, or in any experiences, in which their individual clients are involved unless specific restriction is deemed necessary by the Site;
 - d. *Communication:* Promptly notify the course instructor of any problem with a student or relevant changes in the program or staff. Discuss any concerns about this placement with the course instructor and, when necessary, the Center for Leadership and Community Engagement staff;
 - e. *Compliance with Laws:* The Site shall at all times remain in compliance with all Federal and State laws and regulations, which may affect the program.
 - f. *Disclosure of Known Risks:* The Site shall disclose to students known risks associated with student's placement.

3. University Responsibilities

- a. University shall assign to Site only students who shall have successfully completed prerequisite courses.
- b. University faculty shall participate jointly with the Site Supervisor or designated staff in the selection of experiences or identification of appropriate service activities for student assignments.
- c. The University is responsible for academic supervision and grading.
- d. The course instructor agrees to provide students with an orientation to service learning.
- e. The University agrees to provide on-going follow-up and support to both students and staff regarding student issues.

4. Mutual Responsibilities

- a. Both Parties hereto agree that, in the event of unsatisfactory performance by a student, and/or faculty member, each Party reserves the right to recall that student and/or faculty member from the field and shall so notify the other Party through that Party's agent who is most closely associated with the field practice.
- b. The Site and the University shall mutually agree to the number of Students and dates for the experiences, taking into consideration the Site's available staff and space.

5. General

- a. Applicable Law; Venue. This Agreement shall be construed, governed and interpreted by and in accordance with the laws of the Commonwealth of Virginia. Any litigation with respect to this Agreement shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.
- b. Entire Agreement. This Agreement constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written agreements with respect to the subject matter herein. This Agreement can be modified or amended only by a writing signed by all of the Parties.
- c. Severability. Should any portion of this Agreement be declared invalid or unenforceable for any reason, such portion is deemed severable from the Agreement and the remainder of this Agreement shall remain fully valid and enforceable.
- d. Waiver. The failure of a Party to enforce any provision in this Agreement shall not be deemed a waiver of such right.
- e. Assignment. Neither Party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without the prior written consent of the other Party. Any attempted assignment, transfer or delegation without such consent shall be void.
- f. All of the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their successors and assigns.

- g. Independent Contractors. The relationship of the Parties to each other is solely that of independent contractors. No Party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically enumerated herein, nor shall anything contained in this Agreement be construed to create any partnership or joint venture between the Parties. The University does not sponsor, endorse, or make any express or implied warranties for Site.
- h. Publicity. Except as specifically provided for herein, Site shall not use, in its external advertising, marketing programs, or promotional efforts, any data, name, insignia, trademarks, pictures or other representation of the University or its employees except on the specific written authorization in advance by the University. The University must receive all requests for authorization in writing no later than ten (10) days in advance of the use date.
- i. Use of Trademarks. Site shall not use the name or any trademark of the University without prior written permission of the University, no less than 10 days in advance of such use.
- j. Nondiscrimination. Both Parties to this Agreement agree to no discriminate on the basis of race, color, religion, national origin, sex, pregnancy or related medical conditions, age, marital status, or disability.
- k. Sovereign Immunity. Nothing in this Agreement shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of George Mason University.
- l. Authorized Signatures. The signatory for each Party certifies that he or she is an authorized agent to sign on behalf of such Party.
- m. Third-Party Beneficiaries. No third Party is entitled to rely on any of the representations, warranties and agreements of the Parties contained in this Agreement. No Party assumes any liability to any third Party because of any reliance on the representations, warranties and agreements of the Parties contained in this Agreement.
- n. Liability. To the extent provided by the laws of the Commonwealth of Virginia, University shall be responsible for the simple negligent acts or omissions of its agents and employees causing harm to persons not a Party to this Agreement. Site shall be responsible for the negligent acts or omissions of its agents and employees causing injury to persons not a Party to this Agreement.
- o. Insurance. Site shall procure and continue in effect a comprehensive general liability insurance policy to protect against any and all claims for injury or damages to persons and property, real and personal, arising in any manner in connection with this Agreement, including but not limited to, a professional liability, libel, and slander endorsement(s) and a non-owned and hired vehicle liability policy (if applicable), each with \$1,000,000 coverage per occurrence and a \$2,000,000 aggregate. These policies will name George Mason University, the Commonwealth of Virginia, and their employees and agents, as Additional Insured. In locations where it is required, Workers Compensation coverage shall also be maintained. Site shall furnish the University with certificates of insurance indicating such coverage. Site agrees to keep the
- p. University advised of any changes in this policy and to provide the University with a copy of the Additional Insured endorsement of the policy.

- q. The University: The Commonwealth of Virginia, its institutions, and employees (including students in practice) are covered by the Risk Management Plan of the Commonwealth of Virginia (the "Plan"), to the limits prescribed by law. The University, its agents, students, and employees are covered to the extent provided in the Plan. A certificate of coverage is available upon request.
- r. Notice. Any notice required by this Agreement shall be in writing and shall be deemed given when sent, postage prepaid, through the United States Postal Service by certified mail, return receipt, or when sent by a nationally recognized overnight deliver service, or personally served upon the appropriate Party.

To University: Department
George Mason University
4400 University Dr., MS__
Fairfax, VA 22030

To Site: Address

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

SITE REPRESENTATIVE

Signature: _____

Print Name & Title: _____

Date: _____

GEORGE MASON UNIVERSITY

Signature: _____

Print Name & Title: _____

Date: _____

George Mason University Experiential Learning Consent and Release Agreement

This Agreement is designed to protect all participants in George Mason University's internship/externship/volunteer programs, including but not limited to, students, faculty, staff, George Mason University and the agencies and individuals cooperating with the University. The student must sign this Agreement, with parental or guardian approval if the student is under the age of 18, to indicate agreement with the terms and conditions of the Agreement and permission to participate in the designated program.

Name: _____
Student ID: _____
Course Name & Number: _____
Semester/ Academic Year: _____

I understand that participation in the George Mason University Experiential Learning Program is voluntary and that any such program involves some element of risk. The nature of this experience/project has been described to me. I agree that in consideration of George Mason University sponsoring this activity and allowing my participation, I (including my parents, guardians, and legal representatives) will release, indemnify, and hold harmless George Mason University, and its trustees, officers, employees, faculty, agents, successors, and assigns from liability for any and all claims, demands rights or causes of action, present or future, resulting from or arising out of any activity or travel conducted by or under the auspices of the George Mason University Experiential Learning Program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by such insurance.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

Signature of Participant _____

Date _____

Printed Name of Participant _____

Signature of Parent or Guardian (If under 18) _____

Date: _____

